

Guidelines for External Meeting Notes: Pebble Mine/Bristol Bay Watershed February 2020

The purpose of this document is to provide guidelines for documenting external meetings regarding the proposed Pebble Mine and/or the EPA's work in the Bristol Bay Watershed.

It is important that EPA maintains a record of notes when meeting with outside persons or organizations on issues related to the proposed Pebble Mine and/or EPA's work in the Bristol Bay watershed. In part because we have had litigation that focused on the details of our meetings with outside parties, it is helpful to have this kind of documentation so that we have a record of our public transactions on this matter.

The template was developed and circulated to the team in June 2019 and has been approved by the General Counsel for this purpose. It is provided as a separate attachment in this email.

Guidelines:

- Notify the external meeting participants that materials discussed may be publicly disclosed.
 - When accepting a meeting request with an outside party, include a form of the following statement:
 - "We are happy to meet with you as you have requested to receive your individual views. Please be advised that materials you provide to EPA may be publicly disclosed. We are listening to all interested parties on this important matter."
- Designate a notetaker for all external meetings.
 - Career leaders attending the meeting can choose to take on this role or delegate to an appropriate staff person designated to attend the meeting for that purpose.
 - Example R10 staff members include: Ashley Palomaki (ORC) if attorneys are involved, Wenona Wilson (R10 Senior Tribal Policy Advisor) if the meeting includes tribal organizations, or Matt Szelag (Bristol Bay Project Manager) on general meetings.
- Fill out the external meeting notes template and email it to Ashley Palomaki and Matt Szelag in R10 within 10 days of the meeting.
 - See the template for the information requested to document the meeting.
- Matt will ensure the external meeting notes are uploaded to the appropriate SharePoint site for recordkeeping.
 - There are folders on both the NEPA and 404c SharePoint sites where the notes should be filed depending on which process the meeting was related to.